



**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY  
POLICIES AND PROCEDURES MANUAL**

<b>Chapter: 4</b>	<b>Care and Treatment Services</b>		
<b>Section: 9</b>	<b>Health Care Management</b>		
<b>Topic: 17</b>	<b>Communications to the Primary Health Care Professional</b>		
<b>Page: 2 of 3</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 6-18-09</b>	<b>Approval Date:</b> <b>Pol: 6-18-09</b> <b>Proc: 03-12/18</b>	_____ <i>Board Chairperson Signature</i>  _____ <i>Chief Executive Officer Signature</i>
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**Procedure**

1. The nurse, or designee will communicate critical health information in person or via telephone, or fax to the primary care physician. Such communications will occur in a timely manner to facilitate effective health care interventions.
2. The nurse is responsible for providing group home staff with medical problem lists, worksheets or other written documentation which they can take to doctor’s appointments to ensure the physician is aware of all medical conditions and current status as known to nursing and group home staff.
3. The nurse is responsible for ensuring lab reports, test results, and other anticipated reports are received by the home and placed in the clinical record in a timely manner.
4. The nurse will review all reports received and filed. The nurse will date and initial the reports to document their review.

**Attachments**

N/A

**Related Forms**

N/A

**Related Materials**

N/A

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**References/Legal Authority**

N/A

<b>SUBMISSION FORM</b>				
<b>AUTHOR/ REVIEWER</b>	<b>APPROVING BODY/COMMITTEE/ SUPERVISOR</b>	<b>APPROVAL /REVIEW DATE</b>	<b>ACTION (Deletion, New, No Changes, Replacement or Revision)</b>	<b>REASON FOR ACTION - If replacement list policy to be replaced</b>
M. Bartlett	MMPRC	04/21/09	Revision	To ensure an effective communication process is in place between primary health care and nursing staff
M. Bartlett	M. Bartlett	10/26/09	No changes	Reviewed
K. Withrow M. Bartlett	M. Bartlett M. Swank	06/24/13	No Changes	Triennial review: No changes to policy or Procedure.
S. VanParis	S. VanParis	3/12/18	Revision	Revised to reflect current practice
S. Van Paris	HPC	8/21/24	No changes	Triennial review